Department of Rehabilitation WIOA Training

Contents

DISABILITY AWARENESS

Windmills Training (Disability Etiquette and Diversity Training)

Class Size   25-35 students
Hours of Instruction 8
DOR Workforce Development Section

Intended Audience

This class is recommended for all business partners and AJCC staff that might have contact or work on the behalf of persons with disabilities. There are 12 modules that are available to customize each training and most are in a classroom type setting.

Course Description

This program is designed for Human Resource, hiring managers and supervisors to successfully include persons with disabilities as an excellent labor resource. It focuses on attitudes and human factors, as well as concerns and issues related to legal requirements and accommodation. Participants will: Explore the fears, biases and myths that create barriers for employees who become disabled through work or non-work related injuries and illnesses. Provide effective techniques for hiring and increasing the retention of employee's with disabilities. Create a catalyst for integrating these techniques and resources strategically into existing Diversity programs. This training is a disability attitude change program that addresses the roots of emotions, fears and lack of knowledge from which unconscious and unintended acts of bias arise. The intent of the program is to focus on abilities and the diversity of our workforce.

Comments

Workforce Development staff could provide 4 regional trainings. Regional trainings would incorporate the local Employment Coordinator staff (that have attended Windmills) to assist with developing local connections and relationships.

PROGRAM SERVICES

ADA Basics

Class Size   25-30 students
Hours of Instruction 2
DOR Disability Access Services

Intended Audience

This class is recommended for personnel providing programs, services, and activities for customers with disabilities.

Course Description

This class is designed to provide familiarity with the basic program accessibility provisions and the five titles of the Americans with Disabilities Act (ADA).

Comments

Require 4-6 weeks advance notice to schedule. Classroom training with tables and chairs for group interactive exercises.

Serving Customers with Disabilities

Class Size   25-30 students
Hours of Instruction 4
DOR Disability Access Services

Intended Audience

This class is for anyone who provides customer services to the public.

Course Description

This course will examine the demographic changes occurring in California, and the inclusionary requirements of Title II of the Americans with Disabilities Act, as well as, California's Government Code Section 11135 to develop the knowledge, skills and abilities designed to improve customer service interactions with individuals with disabilities and increase participation and customer satisfaction of individuals with disabilities by learning disability etiquette practices and using effective communication strategies.

Comments

Require 4-6 weeks advance notice to schedule. Classroom training with tables and chairs for group interactive exercises.

EMPLOYMENT

Consumer Self Disclosure of Disability and Related Barriers – How to Address

Class Size   25-30 students
Hours of Instruction 4
DOR Disability Access Services

Intended Audience

This class is recommended for AJCC service providers and staff who interact with employers and provide placement services for job seekers with a disability.

Course Description

This training will review the scope of permissible and inappropriate medical inquiries and confidentiality requirements outlined by both the ADA and California's counterpart, the Fair Employment and Housing Act (FEHA). Program staff will learn what medical information is needed and how to use this information for vocational planning, job placement and job retention purposes.

Comments

Require 4 months advance notice to develop the curriculum. Classroom training with tables and chairs for group interactive exercises.

Working with Individuals with Hidden Disabilities, including Mental Health Disabilities

Class Size   25-30 students
Hours of Instruction 6
DOR Disability Access Services

Intended Audience

This class is recommended for AJCC service providers and staff who interact with employers and provide placement services for job seekers with a disability.

Course Description

Individuals with non-obvious disabilities including psychiatric conditions, autism, learning histories, diabetes, and/or other types of episodic health impairments experience significant challenges in obtaining or maintaining employment opportunities due to myths and misinformation regarding their health conditions and misconceptions regarding the legal protections afforded job seekers and the employers. This training will provide straight forward answers to the most frequently asked questions asked by Workforce staff regarding vocational planning, job placement and job retention strategies for individuals with hidden disabilities.

Comments

Require 2 months advance notice to schedule. Classroom training with tables and chairs for group interactive exercises.

DIGITAL/ELECTRONIC ACCESS

Principles of Accessible Documents

Class Size   20 students
Hours of Instruction 4
DOR Disability Access Services

Intended Audience

This class is recommended for anyone who creates, reviews or distributes electronic content. This class is not intended for new Microsoft Office users. The information taught in this class is specific to the accessibility features within the software.

Course Description

This class teaches seven basic principles to creating accessible content in Microsoft Word, PowerPoint, Excel, Outlook and PDF formats. Utilizing the principles learned in this class will help ensure that electronic content is accessible to employees, reviewers, stakeholders, and customers with disabilities. This class includes the basic accessibility features built into Microsoft Office 2010, including PDF documents. This class is a mixture of lecture and hands-on training with a laptop.

Comments

Require 4-6 weeks advance notice to schedule. Need onsite computer lab equipped with Microsoft Office 2010 and prescribed color contrast analyzer and screen reader.

Creating Accessible Forms

Class Size   20 students
Hours of Instruction 4
DOR Disability Access Services

Intended Audience

"Principles of Creating Accessible Documents" class is a prerequisite and may be taken concurrently. This class is recommended for anyone who is responsible for creating forms. This class is not intended for new Microsoft Office and Adobe Acrobat Pro users. The information taught in this class is specific to the accessibility features within the software.

Course Description

This class will cover the basic steps in the creation of accessible forms in Microsoft Word, Excel, and Adobe PDF. Some pros and cons of each format will be discussed. Additionally an emphasis will be placed on the importance of using assistive technologies and human testing in accessibility checks. All too often form authors rely solely on software tools to check for accessibility resulting in forms that have significant problems with both accessibility and usability for persons who utilize assistive technologies

Comments

Require 4-6 weeks advance notice to schedule. Need onsite computer lab equipped with Microsoft Office 2010, Adobe Pro, and prescribed color contrast analyzer and screen reader.

PHYSICAL ACCESS

Physical Access Overview

Class Size   6-8 students
Hours of Instruction 12
DOR Disability Access Services

Intended Audience

This class is recommended for staff who will survey facilities to ensure accessibility of the built environment.

Course Description

This class is an overview of federal and state accessibility requirements. Course components include disability sensitivity/ awareness related to spatial orientation, overview of physical access survey elements, how to perform an access survey, and knowledge of state and federal resources. In this class, you will learn basic surveying skills that can be used to assess various physical elements in a built environment that impact the accessibility and usability for individuals with disabilities and the fundamental principles of access to programs, services, and activities.

Comments

Require 4 months advance notice to schedule. Classroom training with tables and chairs for group interactive exercises.

WEBINARS

LEAP State Hiring Program for Persons with Disabilities

Hours of Instruction 2
DOR Workforce Development Section

Intended Audience

Class is recommended for any staff working with participants with disabilities.

Course Description

Unlimited via Webinar Based Training that will be self-paced and staff can access when they need a refresher.

This webinar will provide information on the Limited Examination and Appointment Program (LEAP). An alternate examination and appointment process for the recruitment and hiring of individuals with disabilities into State service. State Departments can use LEAP when filling vacant positions. Attendees will learn about LEAP Eligibility Criteria and Certification process, Examinations, Part I - Readiness Evaluation: Part II - Job Examination Period (JEP) and how to assist participants with disabilities in gaining access to State Employment.

Comments

Require 4 months advance notice to develop content for the 2 distinct hiring programs, video/audio and post the accessible Webinars. Fee for attendance by AJCC staff.

Schedule A Federal Hiring Initiative for Persons with Disabilities

Hours of Instruction 2
DOR Workforce Development Section

Intended Audience

Unlimited via Webinar Based Training that will be self-paced and staff can access when they need a refresher.

Class is recommended for any staff working with participants with disabilities.

Course Description

This webinar will provide information on the Federal Schedule A Hiring Authority. Schedule A streamlines the hiring process for persons with disabilities and, in some instances, hiring officials may select solely from a list of qualified Schedule A applicants. Attendees will learn about the Schedule A process, certification, applying for positions, Federal Resume requirements and how to use USAJobs.gov.

Comments

Require 4 months advance notice to develop content for the 2 distinct hiring programs, video/audio and post the accessible Webinars. Fee for attendance by AJCC staff.